



State of Montana Project Management Office

Project Delivery and Closure Phase

Lessons Learned Survey

A survey that can be sent to team members during or after a project to solicit their feedback on how the project was conducted. It applies to any project and questions can easily be added to focus on additional areas for your project.

To capture lessons learned from the project while they're fresh in people's mind. The results can be summarized and recommendations passed on to future teams.

Send the following survey through email or on paper to members of the project team. Let them know that results can be kept anonymous (to encourage people to be frank in their assessments). Send out this survey before any group "lessons learned" meetings. The feedback you receive from the survey can help point to particular areas that should get special exploration in the group lessons learned meeting.

Administrative Information

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